ADMINISTRATIVE COMMITTEE OF TECHNOLOGY MEETING
Monday, February 4, 2019
10:30-11:30 am
Byrd 103
Minutes

Members Present: Terry Kleffman, Chairman, Diane Brice, Mia Forrester, Shane Hepler, Olga Kleffman, Jarrod Madden, Kelly Steelman, and Ellen Patterson as Recording Secretary.

Alternate & Guests Present: Tiffany Oneal

Members Absent: Tiffani Crosley, Ina Fiel, Toni Gray, and Ernesto Olmos.

I. **Action Items**
   a. Approval of the Minutes from October 1, 2018 Meeting. A motion was made by Kelly Steelman and seconded by Diane Brice to be approved as presented.

II. **Discussion/Information Items**
   a. **Colleague Updates – Pending Installation in Live**

	Software Update	Software Title
	SU020365	NSCH – Update for missing country codes
	SU020234	Update in support of Web API 1.22.2
	SU019893	California State Reporting
	SU020482	HR – State Tax Tables
	SU019975	ST – Texas State Reporting
	SU020378	HR – State Tax Tables
	SU020316	HR – Payroll Utility for Employees File
	SU020319	ST – SHAP Academic Programs
	SU020304	ST – FA Student Budget Updates
	TOUCHNET	Touchnet Payment Center

There are not a whole lot of updates, new Web update API last week, all are installed except for API and will try to get it done so it can be tested too. Touchnet is the biggest updated coming up. Next update February 22, 2019. State Reporting will need to be done too but Diane will check, usually for Student Work file and for the faculty reports had some changes too on CD1 and CD4. Will try to update that at the same time.

Hopefully Tim will be back two weeks by then, he took three weeks off for new baby.

Student Budget Update – budget forms may create new budget entries, not functional just a fix to something that was not working. In the J ACT Committee Updates. Tax Tables only worry about Texas. Payroll is for utility that did not affect us. SHAP for short application we do not use has issue with program status. The plan is to be fully operation on FA Student budget updates by Spring 2019 Registration.

New card machines, we did not purchase mounts for the machines. We probably should purchase mounts so it will not damage with all the movement. We received 25 new card machines last week and they are all encrypted with codes for protection. When will we start doing tests with the devices. We need to start with Business Office and then go to the other areas, until we go live in Spring 2019. Will start doing different types of stage testing soon. Actual software will have to be installed on each pc, have we checked Windows 7 vs Windows 10 and if it will work with both. The ones at the back will be able to keep it like it is now. Primarily where the students will walk up to the counter, How will Touchnet affect users that take credit cards by phone? Go to different pay site, no longer PayPal. Should just populate different demographic screen and for donation page, will not switch when the others do, it will be longer for them. Next part of switch over for CE and Foundation payments. Have to request training for staff and then coding changes for new information. We have to get it setup in production, we are just installing the software now. We will announce a live date after testing so it will be ready later this spring.

b. Projects
- Touchnet
- Programming Services Update- Tommy is working on SoftDocs, applications and business office, wrapping up
- Migrated off Kaspersky – if anyone is receiving the message, have them open up a ticket to manually chase the leftovers to get BitDefender to all computers. Helps if we know exactly where they are to get all updates pushed out. Still 200 out there that we are finally slowly
- Digital signs are setup in our office getting new schedule so they can all be updated, will pull current content, then commercials, rotating like that, we need to talk about the Registration screen soon too.
- Advising and CE will be updated soon. Approve the format, finish getting it on the actual computers, then Pricha's team will be going out to install the updated information. It is a webpage, keep doing what you are for now, we are going to grab the most recent and then add our updates. Hope he will finish this week or next week.
- Also wrapping on the Accutrack replacement stuff, Advising is using it, Financial Aid, Career Center, Tutoring Centers have to coordinate with Collin Witherspoon for information to update it. Accutrack is only done once a term and afterwards it will be updated daily. Collin met with Shane and Tommy last week.
- Ware 3rd floor, six different things they were signing up on paper, we are doing extra customization for them. After we get done with all that Accutrack will be dead and then we will have a better picture of all the students and their paths. The ARC and Counseling Center have not been using it yet, but they will done with the Tutoring Center. Jordan is a little different because of the services they offer.
- Upfront SWIM stuff, application to enrollment, start project with CRM in the 1st week of March and will start making all that communication plan come to life, we get all the defining information with Campus Management and then we will move into the Retention piece ourselves. Radius.

- Adobe is switching how they do their licensing, over the next 5 or 6 months will have to migrate over to the next version. It could affect anyone that has Adobe software products they report back to vendor differently now so it will all change soon.
- Open Summer Registration March 1st instead of April 8th. How important is it for payment systems. Signing up for payment plans for Summer. Fall stays the same. They want us to use priority registration, if you are not registered for spring you may not be able to register for Summer or Fall. We are going to do something that may not work. We need to figure out what that will mean to new payment and the whole point was to have a clean cutover. They wanted to do it today but the schedules were not available yet so it was not possible. CE is supposed to open up on March 4th. We try to not do it the same time as academic classes. Any student that has not been enrolled or not applied for a future classes we have closed those and we are forcing them to go through the registration process. We don't currently set hiatus codes, they will just not be picked up as currently enrolled.
- Gainful employment reporting if they have not been here in more than a year, will have to be reported as withdrawn, and all have been out for at least a year. We did not close for any student that had attended since Spring of 2018. They are trying to resend Gainful Employment so we may not have to do it again. The concept is not bad just a lot of work.
- Two things hinging on the registration payment and not switched over yet. Steve talk to him, financial point of view if it will cause of a lot of problems for processes. They were not changing the payment deadline. Unless you do all new payment mappings and you would have to transfer all payment plans over to Touchnet. Bad for end of term process.
- Install base TouchNet software tonight. What is the plan for training Diane's people, learn in the Business office and then teach everyone else. Not testing Priority Registration yet either, do not know if it works, has not been tested yet.
- First Time College Students – a change to it in pending updates. Is any of that going to change but not sure what will happen with it yet. May need to change their methods and processes.
- They are loaded into the Project account where we are doing Touchnet testing now.

   c. **Other Updates**
      -Ellucian Live 2019 Early Registration ends Friday, February 8, 2019

III. <u>**New Business Items**</u> - None

IV. <u>**Updates and Announcements (All)**</u> – None

<u>**Next Meetings**</u>
Monday, April 1, 2019, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, May 6, 2019, WSC, BYRD 103 Conference Room 10:30am to 11:30am
Monday, June 1, 2019 at WSC, BYRD 103 Conference Room 10:30am to 11:30am

<u>Members:</u>
1. Terry Kleffman – Chair
2. Diane Brice – alternate Maria Juarez
3. Tiffani Crosley
4. Mia Forrester
5. Toni Gray – alternate Tiffany Oneal
6. Shane Hepler
7. Olga Kleffman
8. Jarrod Madden
9. Ernesto Olmos
10. Kelly Steelman – alternate Gail Hutson
11. Ina Fiel
12. Ellen Patterson, Recording Secretary